

Participants

Participants Grid Overview

MANAGE MODELS		IDENTIFY/STRUCTURE		LIKELIHOOD OF EVENTS		IMPACT OF EVENTS		RISKS		CONTROLS		CONTROLLED RISKS	
Reload On-line Snapshots													
Add New Edit Set Permissions Remove Manage Groups Manage Attributes Send Mail													
Participants													
Email	Participant Name	Permission	Evaluation Status			Disabled?	Actions	Attributes		Groups			
			Has Data	Evaluation Progress	Last Judgment Time			Gender	EvaluateWhat				
<input type="checkbox"/> ceo@gwu.edu	Chief Engineering Officer	Evaluator	Yes	98.3% (170/173)	9/13/2018, 1:36 PM	<input type="checkbox"/>	🔗 🔗 🔗	Male	Threats/Objec...	<input checked="" type="checkbox"/>			
<input type="checkbox"/> che@gwu.edu	Chief Executive Officer	Evaluator	Yes	97.1% (134/138)	11/11/2020, 9:37 AM	<input type="checkbox"/>	🔗 🔗 🔗	Female		<input type="checkbox"/>			
<input type="checkbox"/> cro@gwu.edu	Chief Risk Officer	Evaluator	Yes	97.4% (147/151)	9/30/2014, 12:10 PM	<input type="checkbox"/>	🔗 🔗 🔗	Male		<input type="checkbox"/>			
<input type="checkbox"/> denisrisman@gwu.edu	Denis Risman	Evaluator		0.0% (0/211)		<input type="checkbox"/>	🔗 🔗 🔗	Male		<input type="checkbox"/>			
<input type="checkbox"/> devinnagy@gwu.edu	Devin Nagy	Evaluator		0.0% (0/211)		<input type="checkbox"/>	🔗 🔗 🔗	Male		<input type="checkbox"/>			
<input type="checkbox"/> its@gwu.edu	IT Supervisor	Evaluator	Yes	96.6% (114/118)	11/11/2020, 9:33 AM	<input type="checkbox"/>	🔗 🔗 🔗	Female		<input type="checkbox"/>			
<input type="checkbox"/> j.doe@eci.com	John Doe	Project Manager		0.0% (0/211)		<input type="checkbox"/>	🔗 🔗 🔗		Both	<input type="checkbox"/>			
<input type="checkbox"/> mmankowski@gwu.edu	Michael Mankowski	Evaluator		0.0% (0/211)		<input type="checkbox"/>	🔗 🔗 🔗	Male		<input type="checkbox"/>			
<input type="checkbox"/> quigleybf@gwu.edu	Brian Quigley	Evaluator	Yes	50.7% (107/211)	10/9/2018, 12:42 PM	<input type="checkbox"/>	🔗 🔗 🔗	Male		<input type="checkbox"/>			

The Participants Grid consists of the following columns:

- Participant Email - unique identifier and can't be modified
- Participant Name - participant name and can be modified
- **Permission** - Evaluator, Project Manager, Viewer, Evaluator/Viewer
- **User Priority** - user weights used in the Synthesize Results, this column is hidden by default. Use the column choose to show.
- Evaluation Status:
 - Has Data - Yes if the user has judgments, No if none.
 - Evaluation Progress - percentage; the number of judgments evaluated / total of judgments to evaluate
 - Last Judgment Type - date/time the last judgment was made
- **Staus (Disabled?)** - checkbox to enable or disable a participant from the model
- **Actions** - reset password, get link, login as participant, view only pipe
- **Participant Attributes** - attributes are used to assign participants to groups dynamically. Participant Attributes can be dynamic or non-dynamic

Attributes	
Gender	EvaluateWhat
Male	Threats/Objec...
Female	Both
Male	
Male	
Male	
Female	
Male	
Male	

- Non-dynamic Participant Attributes - are assigned to the participants manually in the Participants grid. These attributes have a white background color and are editable (Gender)
- Dynamic Participant Attributes - are specified to the participants based on their insight survey answers. These attributes have a gray background color and non-editable (EvaluateWhat)
- Participant Groups

Groups				
C-Level Exec...	Experts	Threats/Objec...	Events Only	Both
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Non-dynamic Groups - participants are assigned to non-dynamic groups manually in the Participants grid by checking the checkboxes. Non-dynamic groups have a white background
- Dynamic Groups - participants are assigned to dynamic groups, as specified by their attributes. Dynamic groups columns have a gray background and the checkboxes are disabled

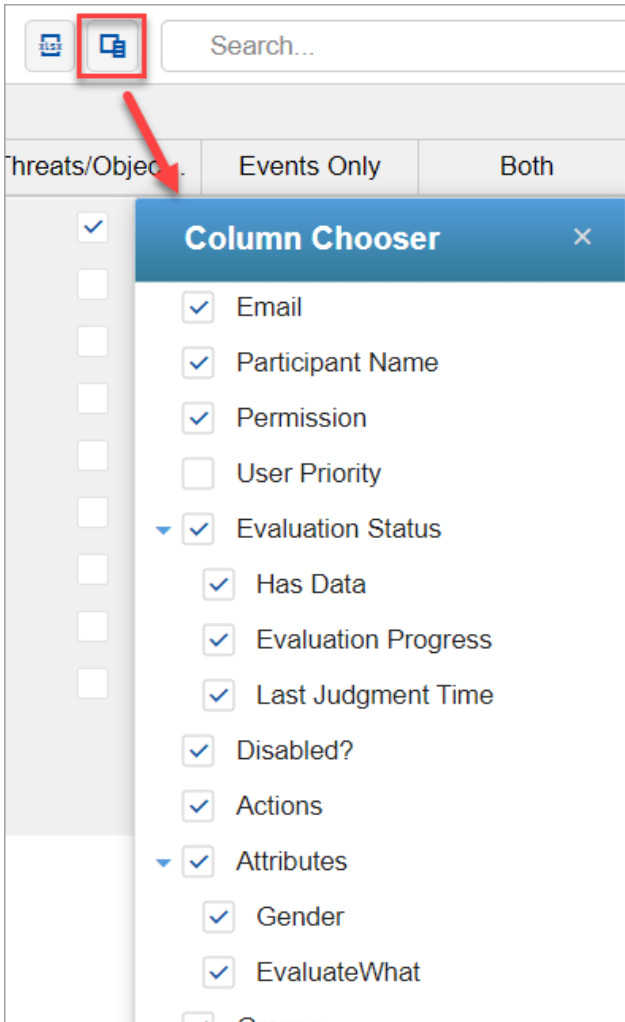
You can search by typing in the participant name or email:

Search...

If there are many participants in the list, you can use the pagination at the bottom of the grid.

10 15 20 50 100 200 500 Page 1 of 1 (9 items) < 1 >

You can hide or show columns using the column chooser:



The screenshot shows a grid interface with a search bar at the top. Below the search bar are two icons: a document icon and a column chooser icon (highlighted with a red box). A red arrow points from the column chooser icon to the 'Threats/Objective' column header. The grid has three columns: 'Threats/Objective', 'Events Only', and 'Both'. A 'Column Chooser' dialog box is open, listing various columns with checkboxes. The columns listed are: Email (checked), Participant Name (checked), Permission (checked), User Priority (unchecked), Evaluation Status (checked, expanded to show sub-items: Has Data (checked), Evaluation Progress (checked), Last Judgment Time (checked)), Disabled? (checked), Actions (checked), Attributes (checked, expanded to show sub-items: Gender (checked), EvaluateWhat (checked)), and Groups (partially visible).

Click  to export the participants' list in .xlsx format.

Add Participants

Participants can be added to a model in a variety of ways.

This can be done on **IDENTIFY/STRUCTURE > IDENTIFY > [Participants](#)** page.

+ Add New ▾

Enter or paste from clipboard
 From existing workgroup members
 From your Active Directory account (Exchange)

1. Enter or paste from the clipboard

Sign up multiple participants
✕

Paste from clipboard

You can enter multiple participants, one per line, as follows: EmailAddress <space> Firstname <space> Lastname where, Firstname and Lastname are optional Remember to set the permission and options for generating a random password and sending a registration notification.

james@eci.com James
 grace@eci.com Grace

All Participants added will be members of Group:

No Group ▾

+ Create Group

- Remove Group

Generate Random Password
 Send a registration notification to user

✓ OK

⊘ Cancel

a) Choose to enter one or more email addresses and corresponding participant names, or

b) Paste one or more email addresses/Names from the clipboard after placing this information on the clipboard from another source, such as an Excel spreadsheet, Word table, or Microsoft Outlook Contact Group.

NOTE: If you have a Microsoft Outlook Contact Group, you can place the names and email addresses in the Contact Group on the clipboard by composing an email to the group, expand the group name to have the individual entries displayed, copying them to the clipboard and discarding the email.

If the email of any participant added in 1a or 1b above already exists in the Workgroup, the Name field is ignored.

Options include:

- Adding participants as a member of a group. The roles assigned to the new users will be determined by the roles assigned to "All Participants" as well as the group to which they are made a member. Note that participants added via invitations with access code or meeting ID will also be assigned to the selected group. The default group for general links can be defined from the Invite Participants page. By default, participants will be added to the "No Group". The participant is added to the default group that is currently set at the time he/she accesses the invite link. You can also add or remove groups from this screen.
- Generating a random password, and
- Sending a registration notification to new participants. Note: Some mail spam filters may block the reception of such

notifications.

2. From existing workgroup members

A dialog will appear in which you can select from a list of participants in the Workgroup.

3. From your Active Directory account (Exchange)

Applicable only if your site organization has a Microsoft Exchange Active Directory that is accessible via the internet. You may have to ask your IT administrator if this is the case and request a login name and password.

After entering the LDAP Server URL, the Username, and Password, you can enter a search string and click Search. The search string can be part or all of a name or any part of a name or email.

Edit Participant Name

You can edit the participant's name in **IDENTIFY/STRUCTURE > IDENTIFY > Participants** screen.

Simply click on the name of the participant you want to modify, do your changes and then press Enter to save.

<input type="checkbox"/>	Email	↑	Participant Name
<input type="checkbox"/>	ceo@gwu.edu		Chief Engineering Officer
<input type="checkbox"/>	che@gwu.edu		Chief Executive Officer
<input type="checkbox"/>	cro@gwu.edu		Chief Risk Officer
<input type="checkbox"/>	denisrisman@gwu.edu		Denis Risman
<input type="checkbox"/>	devinnagy@gwu.edu		Devin Nagy
<input type="checkbox"/>	grace@eci.com		Grace
<input type="checkbox"/>	its@gwu.edu		IT Supervisor
<input type="checkbox"/>	j.doe@eci.com		John Doe

Note: Email addresses are unique identifiers and cannot be modified.

Participants List Actions (Reset Password, Get link etc.)

There are four icons under the Actions column of the Participants table:

Email	Participant Name	Permission	Evaluation Status			Disabled?	Actions
			Has Data	Evaluation Progress	Last Judgment Time		
<input type="checkbox"/> ceo@gwu.edu	Chief Engineering Officer	Evaluator	Yes	98.3% (170/173)	9/13/2018, 1:36 PM	<input type="checkbox"/>	
<input type="checkbox"/> che@gwu.edu	Chief Executive Officer	Evaluator	Yes	97.1% (134/138)	11/11/2020, 9:37 AM	<input type="checkbox"/>	
<input type="checkbox"/> cro@gwu.edu	Chief Risk Officer	Evaluator	Yes	97.4% (147/151)	9/30/2014, 12:10 PM	<input type="checkbox"/>	
<input type="checkbox"/> denisrisman@gwu.edu	Denis Risman	Evaluator		0.0% (0/211)		<input type="checkbox"/>	
<input type="checkbox"/> devinnagy@gwu.edu	Devin Nagy	Evaluator		0.0% (0/211)		<input type="checkbox"/>	

1. **Reset Password** sets/resets the password for the participant. Gold key indicates that the user has a password, blue key indicates that the user has no password.
2. **Copy the evaluator's anytime link** on the clipboard
3. **Log out and log back in** with another user's anytime link
4. **View the evaluation steps** and judgments for any evaluator. This is a 'view only' mode so while you can enter or change judgments, they will not be saved.

Note: Actions 2-4 are also available from the Evaluation Progress screen.

Remove Participants

You can remove or delete participants from **IDENTIFY/STRUCTURE > IDENTIFY > Participants** page.

MANAGE MODELS		IDENTIFY/STRUCTURE	LIKELIHOOD OF EVENTS	IMPACT OF EVENTS	RISKS	CONTROLS	CONTROLLED RISKS		
<div style="display: flex; justify-content: space-between; align-items: center;"> + Add New Edit Set Permissions Remove Manage Groups Manage Attributes Send Mail Reload On-line Snapshots </div>									
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;"> Remove selected participants Remove all participants who have not... Remove all participants who have no ... </div> <div> Participants </div> <div> Search... </div> </div>									
Email	Participant Name	Permission	Has Data	Evaluation Progress	Last Judgment Time	Disabled?	Actions	Attributes	EvaluateW
<input type="checkbox"/> Admin	Administrator	Project Manager		0.0% (0/209)					
<input type="checkbox"/> ceo@gwu.edu	Chief Engineering Officer	Evaluator	Yes	98.8% (169/171)	9/13/2018, 1:36 PM	<input type="checkbox"/>		Male	Threats/Ot
<input type="checkbox"/> che@gwu.edu	Chief Executive Officer	Evaluator	Yes	97.8% (133/136)	11/11/2020, 9:37 AM	<input type="checkbox"/>		Female	
<input type="checkbox"/> cro@gwu.edu	Chief Risk Officer	Evaluator	Yes	98.0% (146/149)	9/30/2014, 12:10 PM	<input type="checkbox"/>		Male	
<input type="checkbox"/> denisrisman@gwu.edu	Denis Risman	Evaluator		0.0% (0/209)		<input type="checkbox"/>		Male	
<input type="checkbox"/> devinnagy@gwu.edu	Devin Nagy	Evaluator		0.0% (0/209)		<input type="checkbox"/>		Male	
<input checked="" type="checkbox"/> grace@eci.com	Grace	Evaluator		0.0% (0/209)		<input type="checkbox"/>			
<input checked="" type="checkbox"/> its@gwu.edu	IT Supervisor	Evaluator	Yes	97.4% (113/116)	11/11/2020, 9:33 AM	<input type="checkbox"/>		Female	
<input type="checkbox"/> j.doe@eci.com	John Doe	Project Manager		0.0% (0/209)				Male	Both
<input checked="" type="checkbox"/> james@eci.com	James	Evaluator		0.0% (0/209)		<input type="checkbox"/>			
<input type="checkbox"/> mmankowski@gwu.edu	Michael Mankowski	Evaluator		0.0% (0/209)		<input type="checkbox"/>		Male	
<input type="checkbox"/> quigleybf@gwu.edu	Brian Quigley	Evaluator	Yes	50.7% (106/209)	10/9/2018, 12:42 PM	<input type="checkbox"/>		Male	

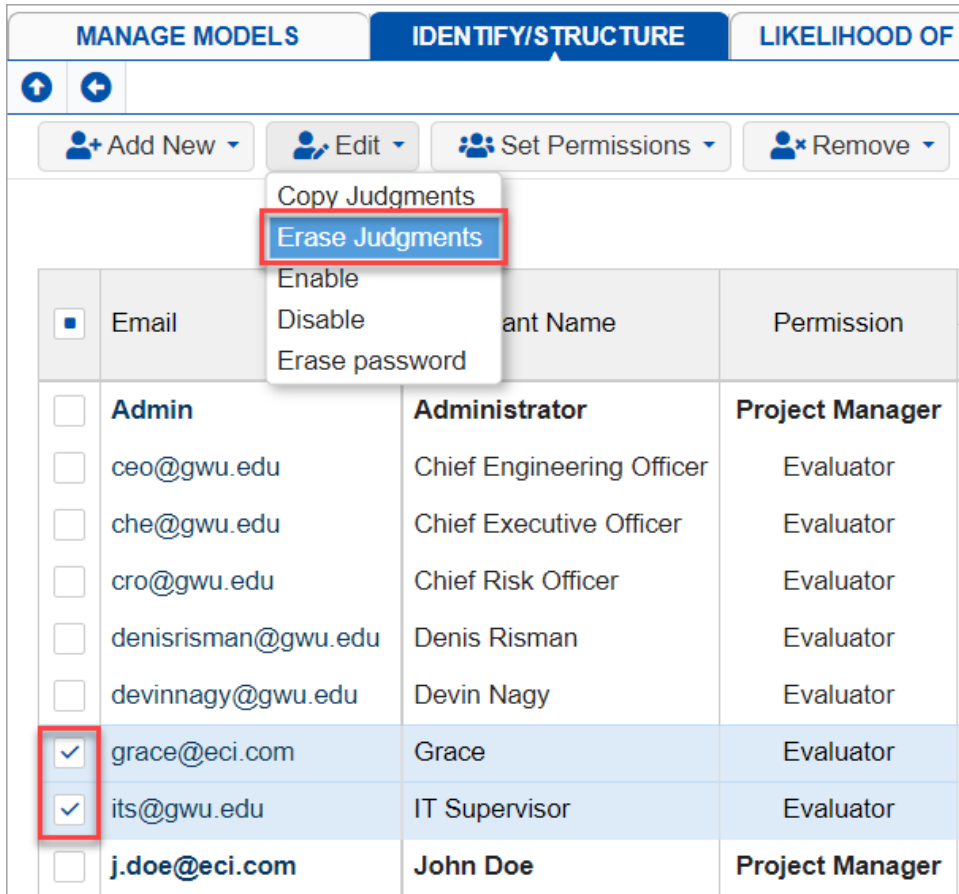
Clicking the Remove button displays 3 options to remove the participant(s):

- Remove selected participants. This option is grey out until one or more participants are selected using the checkboxes to the right of the participants.
- Remove all participants who have not completed their judgments, and
- Remove all participants who have no judgments

Erase Participant's Judgments

You can erase the participant's judgments in **IDENTIFY/STRUCTURE > IDENTIFY > Participants** screen.

Simply check the checkboxes to the left of the participant(s) you want to delete judgments, click Edit > Erase Judgments.



The screenshot shows the 'IDENTIFY/STRUCTURE' interface. At the top, there are three tabs: 'MANAGE MODELS', 'IDENTIFY/STRUCTURE' (selected), and 'LIKELIHOOD OF E'. Below the tabs are navigation buttons: 'Add New', 'Edit', 'Set Permissions', and 'Remove'. A context menu is open over the 'Edit' button, with 'Erase Judgments' highlighted in red. Below the menu is a table of participants.

<input type="checkbox"/>	Email	Participant Name	Permission
<input type="checkbox"/>	Admin	Administrator	Project Manager
<input type="checkbox"/>	ceo@gwu.edu	Chief Engineering Officer	Evaluator
<input type="checkbox"/>	che@gwu.edu	Chief Executive Officer	Evaluator
<input type="checkbox"/>	cro@gwu.edu	Chief Risk Officer	Evaluator
<input type="checkbox"/>	denisrisman@gwu.edu	Denis Risman	Evaluator
<input type="checkbox"/>	devinnagy@gwu.edu	Devin Nagy	Evaluator
<input checked="" type="checkbox"/>	grace@eci.com	Grace	Evaluator
<input checked="" type="checkbox"/>	its@gwu.edu	IT Supervisor	Evaluator
<input type="checkbox"/>	j.doe@eci.com	John Doe	Project Manager

A prompt to delete judgments for Likelihood, Impact, and controls will be displayed.

You can select to delete only the judgments for Events, for Threats/Objectives, or both from the radio buttons.

Select as desired and click OK.

Erase Judgments
×

Erase judgments for:

- Likelihood hierarchy
 - For Events
 - For Threats
 - Both
- Impact hierarchy
 - For Events
 - For Objectives
 - Both
- Controls

Select all

OK
Cancel

User Priorities

You can set and edit participant priorities (that will be used to weigh the participant's judgments).

By default the User Priorities is hidden, use the column choose to show it:

Participants				
	Evaluation Status			
User Priority	Has Data	Evaluation Progress	Last Judgment Time	Disabled?
50%		0.0% (0/209)		
50%	Yes	98.8% (169/171)	9/13/2018, 1	
50%	Yes	97.8% (133/136)	11/11/2020,	
50%	Yes	98.0% (146/149)	9/30/2014, 1	
50%		0.0% (0/209)		
50%		0.0% (0/209)		
50%		0.0% (0/209)		
50%	Yes	97.4% (113/116)	11/11/2020,	
50%		0.0% (0/209)		
50%		0.0% (0/209)		
50%		0.0% (0/209)		

Column Chooser
×

- Email
- Participant Name
- Permission
- User Priority**
- Evaluation Status
- Has Data
- Evaluation Progress
- Last Judgment Time
- Disabled?
- Actions

When the User Priority check box is enabled, the User Priority column is displayed as shown above.

You can then set the relative priorities by typing in a value from 0 to 100% in a cell:

By default, all of the participant priorities are the same value of 50% so that you can easily either increase or decrease the priority of one participant.

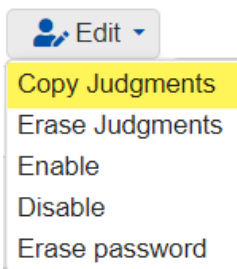
You can specify to see results with or without participant priorities when viewing results in the Synthesize screens, by clicking the User Priorities check box in Advanced mode.

 User Priorities

Copy Judgments to Selected Participants

Judgments can be copied from one participant to another participant(s). This can be done on **IDENTIFY/STRUCTURE > IDENTIFY > Participants** page.

Select Edit > Copy Judgments:



The image shows a dropdown menu with a grey header containing a person icon and the text 'Edit'. Below the header, the menu items are: 'Copy Judgments' (highlighted in yellow), 'Erase Judgments', 'Enable', 'Disable', and 'Erase password'.

This will open a window where you can select the participant from where the judgments will be copied from (left) and the participant(s) where the judgments will be copied to (right):

Copy Judgments...

Copy FROM:
Search:
 System Manager
 Ernest Forman
 Ed Hreljac
 Zyza Bayta
 Mike Jones
 Vijay Gupta
 John Doe

Copy TO:
Search:
 System Manager
 Ernest Forman
 Ed Hreljac
 Zyza Bayta
 Mike Jones
 Vijay Gupta
 John Doe

All | None

Settings
 Fully rewrite (replace)
 Update existing judgments and copy where participant doesn't have judgments
 Copy only where participant doesn't already have judgments
 Pairwise judgments only

Add, Edit, Delete Participant Groups

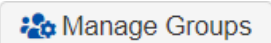
You can add, edit and delete the participants' groups from **IDENTIFY/STRUCTURE > IDENTIFY > [Participants](#)** page.

Participant Groups can be used when:

- Setting up roles and
- Displaying results

Participants' Groups can be:

- **Dynamic** - in which membership is determined based on the **Participant's attributes**.
- **Non-dynamic** - membership is manually assigned by the Project Manager, or as specified when getting the AnyTime General Invitation link.

Click the  button.

The Manage Groups window will be displayed where you can add, edit and delete groups.

Manage Groups
✕

Groups:

	Group name	Action
⋮	C-Level Executives	✎ 🗑
	<input style="width: 90%;" type="text"/>	+

✕ Close

To add a new one, type in the Group name in the text box and then press the plus icon:

Groups:

	Group name	Action
⋮	C-Level Executives	✎ 🗑
	<input style="width: 90%;" type="text" value="Experts"/>	+

Groups are displayed as columns on the Participants table.

Participants									Search...	
☐ Email	Participant Name	Permission	User Priority	Evaluation Status			Disabled?	Actions	Groups	
				Has Data	Evaluation Progress	Last Judgment Time			C-Level Execu...	Experts
<input type="checkbox"/>	Admin	Administrator	Project Manager	50%		0.0% (0/209)		✎ ✎ ✎ ✎	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ceo@gwu.edu	Chief Engineering Officer	Evaluator	50%	Yes	98.8% (169/171)	9/13/2018, 1:36 PM	✎ ✎ ✎ ✎	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	che@gwu.edu	Chief Executive Officer	Evaluator	50%	Yes	97.8% (133/136)	11/11/2020, 9:37 AM	✎ ✎ ✎ ✎	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	cro@gwu.edu	Chief Risk Officer	Evaluator	50%	Yes	98.0% (146/149)	9/30/2014, 12:10 PM	✎ ✎ ✎ ✎	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	denisrisman@gwu.edu	Denis Risman	Evaluator	50%		0.0% (0/209)		✎ ✎ ✎ ✎	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	devinnagy@gwu.edu	Devin Nagy	Evaluator	50%		0.0% (0/209)		✎ ✎ ✎ ✎	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	grace@eci.com	Grace	Evaluator	50%		0.0% (0/209)		✎ ✎ ✎ ✎	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	its@gwu.edu	IT Supervisor	Evaluator	50%	Yes	97.4% (113/116)	11/11/2020, 9:33 AM	✎ ✎ ✎ ✎	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	j.doe@eci.com	John Doe	Project Manager	50%		0.0% (0/209)		✎ ✎ ✎ ✎	<input type="checkbox"/>	<input type="checkbox"/>

Groups added from the Manage Groups window have a **white** background color. You can manually assign the participants to the groups by checking the corresponding checkboxes on the Groups columns.

Participants' Groups can also be **Dynamic** -- in which membership is determined based on the **Participant's attributes**. Dynamic Groups columns have a **gray** background and the checkboxes are disabled.

Managing Participants groups is also available on the Participants Group page.

Participants Attributes

Participants Attributes can be managed in the **IDENTIFY / STRUCTURE > IDENTIFY > [Participants](#)** page.

Overview

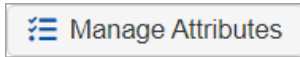
Participant attributes are the attributes or properties that are assigned to the participants. Participant Attributes are used to:

- Create **Dynamic Groups**,
- Filter Alternatives in the Synthesize Results pages.

You can add participants' attributes in two ways:

Manage Participants Attributes

Clicking the Manage Participants Attributes



opens a window where you can add, edit, or delete participants' attributes.

Participants									
Email	Participant Name	Permission	Evaluation Status			Disabled?	Actions	Groups	
			Has Data	Evaluation Progress	Last Judgment Time				
<input type="checkbox"/> ceo@gwu.edu	Chief Engineering Officer	Evaluator	Yes	98.8% (169/171)	9/13/2018, 1:36 PM	<input type="checkbox"/>			
<input type="checkbox"/> che@gwu.edu	Chief Executive Officer	Evaluator	Yes	97.8% (133/136)	11/11/2020, 9:37 AM	<input type="checkbox"/>			
<input type="checkbox"/> cro@gwu.edu	Chief Risk Officer	Evaluator	Yes	98.0% (146/149)	9/30/2014, 12:10 PM	<input type="checkbox"/>			
<input type="checkbox"/> denisrisman@gwu.edu	Denis Risman	Evaluator		0.0% (0/209)		<input type="checkbox"/>			
<input type="checkbox"/> devinnagy@gwu.edu	Devin Nagy	Evaluator		0.0% (0/209)		<input type="checkbox"/>			
<input type="checkbox"/> grace@eci.com	Grace	Evaluator		0.0% (0/209)		<input type="checkbox"/>			
<input type="checkbox"/> its@gwu.edu	IT Supervisor	Evaluator	Yes	97.4% (113/116)	11/11/2020, 9:33 AM	<input type="checkbox"/>			
<input type="checkbox"/> j.doe@eci.com	John Doe	Project Manager		0.0% (0/209)		<input type="checkbox"/>			
<input type="checkbox"/> james@eci.com	James	Evaluator		0.0% (0/209)		<input type="checkbox"/>			
<input type="checkbox"/> mmankowski@gwu.edu	Michael Mankowski	Evaluator		0.0% (0/209)		<input type="checkbox"/>			
<input type="checkbox"/> quigleybf@gwu.edu	Brian Quigley	Evaluator	Yes	50.7% (106/209)	10/9/2018, 12:42 PM	<input type="checkbox"/>			


































The added participants' attributes are displayed as new columns on the Participants' table.

The attribute values are pre-populated if the 'Default Value' is specified, otherwise, the cells will be blank. The Project Manager can update the values by clicking on the cell, and then typing in the value as desired. Participant's attributes added in this manner have a white background to indicate that it is editable.

Add Attributes Using Insight Question

Participants' Attributes can be added from Insight Questionnaires by clicking 

Participants' Attributes added from Insight Questions are also displayed on the Participants table, but the cells are not editable (greyed out). The attribute values are populated based on the participants' answers to the linked insight question.

Participants											
Email	Participant Name	Permission	User Priority	Evaluation Status			Disabled?	Actions	Attributes		
				Has Data	Evaluation Progress	Last Judgment Time			Department	C-Level Exec...	
<input type="checkbox"/> ceo@gwu.edu	Chief Engineering Officer	Evaluator	50%	Yes	98.8% (169/171)	9/13/2018, 1:36 PM	<input type="checkbox"/>	  	Engineering	<input type="checkbox"/>	
<input type="checkbox"/> che@gwu.edu	Chief Executive Officer	Evaluator	50%	Yes	97.8% (133/136)	11/11/2020, 9:37 AM	<input type="checkbox"/>	  	Executive	<input checked="" type="checkbox"/>	
<input type="checkbox"/> cro@gwu.edu	Chief Risk Officer	Evaluator	50%	Yes	98.0% (146/149)	9/30/2014, 12:10 PM	<input type="checkbox"/>	  	Risk Manage...	<input type="checkbox"/>	
<input type="checkbox"/> denisrisman@gwu.edu	Denis Risman	Evaluator	50%		0.0% (0/209)		<input type="checkbox"/>	  	Engineering	<input type="checkbox"/>	
<input type="checkbox"/> devinnagy@gwu.edu	Devin Nagy	Evaluator	50%		0.0% (0/209)		<input type="checkbox"/>	  	Risk Manage...	<input type="checkbox"/>	
<input type="checkbox"/> grace@eci.com	Grace	Evaluator	50%		0.0% (0/209)		<input type="checkbox"/>	  	IT	<input type="checkbox"/>	
<input type="checkbox"/> its@gwu.edu	IT Supervisor	Evaluator	50%	Yes	97.4% (113/116)	11/11/2020, 9:33 AM	<input type="checkbox"/>	  	IT	<input type="checkbox"/>	
<input type="checkbox"/> j.doe@eci.com	John Doe	Project Manager	50%		0.0% (0/209)		<input type="checkbox"/>	  	Executive	<input checked="" type="checkbox"/>	
<input type="checkbox"/> james@eci.com	James	Evaluator	50%		0.0% (0/209)		<input type="checkbox"/>	  	Executive	<input checked="" type="checkbox"/>	
<input type="checkbox"/> mmankowski@gwu.edu	Michael Mankowski	Evaluator	50%		0.0% (0/209)		<input type="checkbox"/>	  	Engineering	<input type="checkbox"/>	
<input type="checkbox"/> quigleybf@gwu.edu	Brian Quigley	Evaluator	50%	Yes	50.7% (106/209)	10/9/2018, 12:42 PM	<input type="checkbox"/>	  	IT	<input type="checkbox"/>	

By default, the attribute name is the same as the insight question, you can edit it as desired, we recommend making it shorter. In the example above, the Attribute is renamed to "EvaluateWhat".

The attribute values are populated based on the participants' answers to the question "What do you want to Evaluate?".

From above, the user named "John Doe" has an insight answer thus it shows "Objectives Only" on the attribute value that corresponds to this user.

This attribute assignment gets updated whenever John Doe modifies his answer to this insight survey question.

The Project Manager can create [Dynamic Groups](#) by checking the "Create dynamic groups check box". See more details about Dynamic Groups [here](#).

Dynamic Participants Groups

You can create Dynamic Groups in the **IDENTIFY/STRUCTURE > IDENTIFY > Participants** page.




A **Dynamic group** is defined as a [participants' group](#) in which membership is determined by the participants' attributes. This allows the Project Manager to define the participants' evaluation roles in terms of their attributes.

There are two ways to create Dynamic Groups:

1. Create Dynamic Groups from Participant Attributes Filter



Click  to open a modal where we can filter the participant's list by participants attributes:

Filter by participant attributes and create dynamic groups


AND   




Search...




Email Address	Participant Name	Department
denisrisman@gwu.edu	Denis Risman	Engineering
quigleybf@gwu.edu	Brian Quigley	IT
cro@gwu.edu	Chief Risk Officer	Risk Management
ceo@gwu.edu	Chief Engineering Officer	Engineering
its@gwu.edu	IT Supervisor	IT
che@gwu.edu	Chief Executive Officer	Executive
devinnagy@gwu.edu	Devin Nagy	Risk Management
mmankowski@gwu.edu	Michael Mankowski	Engineering
j.doe@eci.com	John Doe	Executive
james@eci.com	James	Executive
grace@eci.com	Grace	IT

 Create Dynamic Group  Cancel

Here you can specify one or more conditional statement(s) and then create a Dynamic Group based on the created filter.


Click  to add a conditional statement:

AND   

 Department  Equal 


From above, "**Department**" is the participant attribute name, when there are more participant attributes in the model, you can click on it to expand the dropdown

"**Equal**" is the conditional statement. Other conditions are available depending on the attribute type (string, bool, int, long). For string, the following conditions are available:

Equal 

- Contains
- Equal
- Not Equal
- Starts With

The last text box is where you will enter the attribute value, for example, "**Engineering**".

Click  to see the filtered list.

Filter by participant attributes and create dynamic groups

AND + ✓ ✗

✗ Department Equal Engineering

Search...

Email Address	Participant Name	Department
denisrisman@gwu.edu	Denis Risman	Engineering
ceo@gwu.edu	Chief Engineering Officer	Engineering
mmankowski@gwu.edu	Michael Mankowski	Engineering

+ Create Dynamic Group ⌂ Cancel

You can add more conditions as needed and specify if:

- **AND** - all conditions must be satisfied
- **OR** - at least one should be satisfied

Click + Create Dynamic Group to create a group based on the current condition.

A prompt will open where you will specify the group name, in our example, we will enter "Engineering"

Create Group

Group name:

OK Cancel

The new dynamic group is added as a new column on the participant's grid, under the "Groups" section.

Notice below that the participants with "Department" as Engineering belongs to the group Engineering as shown on the checkmark on the Engineering group.

Email	Participant Name	Permission	User Priority	Evaluation Status			Disabled?	Actions	Attributes	Groups	
				Has Data	Evaluation Progress	Last Judgment Time			Department	C-Level Exec...	Engineering
<input type="checkbox"/> ceo@gwu.edu	Chief Engineering Officer	Evaluator	50%	Yes	98.8% (169/171)	9/13/2018, 1:36 PM	<input type="checkbox"/>		Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> che@gwu.edu	Chief Executive Officer	Evaluator	50%	Yes	97.8% (133/136)	11/11/2020, 9:37 AM	<input type="checkbox"/>		Executive	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> cro@gwu.edu	Chief Risk Officer	Evaluator	50%	Yes	98.0% (146/149)	9/30/2014, 12:10 PM	<input type="checkbox"/>		Risk Manage...	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> denisrisman@gwu.edu	Denis Risman	Evaluator	50%		0.0% (0/209)		<input type="checkbox"/>		Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> devinnagy@gwu.edu	Devin Nagy	Evaluator	50%		0.0% (0/209)		<input type="checkbox"/>		Risk Manage...	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> grace@eci.com	Grace	Evaluator	50%		0.0% (0/209)		<input type="checkbox"/>		IT	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> its@gwu.edu	IT Supervisor	Evaluator	50%	Yes	97.4% (113/116)	11/11/2020, 9:33 AM	<input type="checkbox"/>		IT	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> j.doe@eci.com	John Doe	Project Manager	50%		0.0% (0/209)		<input type="checkbox"/>		Executive	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The Dynamic Groups cells/checkboxes in the Participants table are disabled (greyed out) since its assignment is based on the participants' attributes conditional statement(s), thus it can't be edited.

Non-dynamic groups (C-Level Executives in the example above) have a white background and can be edited by checking/unchecking their checkboxes.

The Dynamic group assignment is being updated automatically each time the attribute assignment is changed or modified.

2. Create Dynamic Groups based on Insight Questionnaires

Dynamic Groups can also be added when creating a Participants' Attribute from an Insight Question.

For example, we have an insight question:

1. Select what you want to evaluate

Threats/Objectives Only

Events Only

Both

A Participant Attribute can be created from this insight question, and the possible answers or choices are the dynamic groups the participants can be assigned to, as determined by their answer to the questions

To add dynamic groups from an Insight Question, click the  button.

This will open a modal listing the insight questions of the model.

Simply select the question you want to link to a participant attribute and then check the check box to create groups using the answers on the selected survey question.

Participants											
Email	Participant Name	Permission	User Priority	Evaluation Status			Disabled?	Actions	Attributes	Groups	
				Has Data	Evaluation Progress	Last Judgment Time			Department	C-Level Exec...	Engineering
<input type="checkbox"/> ceo@gwu.edu	Chief Engineering Officer	Evaluator	50%	Yes	98.8% (169/171)	9/13/2018, 1:36 PM	<input type="checkbox"/>		Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> che@gwu.edu	Chief Executive Officer	Evaluator	50%	Yes	97.8% (133/136)	11/11/2020, 9:37 AM	<input type="checkbox"/>		Executive	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> cro@gwu.edu	Chief Risk Officer	Evaluator	50%	Yes	98.0% (146/149)	9/30/2014, 12:10 PM	<input type="checkbox"/>		Risk Manage...	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> denisrisman@gwu.edu	Denis Risman	Evaluator	50%		0.0% (0/209)		<input type="checkbox"/>		Engineering	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> devinnagy@gwu.edu	Devin Nagy	Evaluator	50%		0.0% (0/209)		<input type="checkbox"/>		Risk Manage...	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> grace@eci.com	Grace	Evaluator	50%		0.0% (0/209)		<input type="checkbox"/>		IT	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> its@gwu.edu	IT Supervisor	Evaluator	50%	Yes	97.4% (113/116)	11/11/2020, 9:33 AM	<input type="checkbox"/>		IT	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> j.doe@eci.com	John Doe	Project Manager	50%		0.0% (0/209)		<input type="checkbox"/>		Executive	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> james@eci.com	James	Evaluator	50%		0.0% (0/209)		<input type="checkbox"/>		Executive	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> mmankowski@gwu.edu	Michael Mankowski	Evaluator	50%		0.0% (0/209)		<input type="checkbox"/>		Engineering	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> quigleybf@gwu.edu	Brian Quigley	Evaluator	50%	Yes	50.7% (106/209)	10/9/2018, 12:42 PM	<input type="checkbox"/>		IT	<input type="checkbox"/>	<input type="checkbox"/>

From above, a participant attribute was named "EvaluteWhat" was created. The dynamic groups were also created based on the following answers:

- Threats/Objectives Only
- Events Only
- Both

When dynamic groups are created, roles can be assigned to the participants dynamically by setting up roles for the dynamic groups.

For example, for the Dynamic Groups added from Insight Survey above, the Project Manager can assign the roles as follows:

- Threats/Objectives Only -- assign roles to evaluate only the Threats (Likelihood) and Objectives (Impact)
 - (EvaluateWhat equals "Threats/Objectives Only")
- Events Only -- assign roles to evaluate only the Events
 - (EvaluateWhat equals "Events Only")
- Both -- assign roles to evaluate both Threats/Objectives and Events
 - (EvaluateWhat equals "Both")
- All Participants -- Undefined or Drop All

When a participant answered the insight question with "Events Only" and then clicked the Next button, the participant will be added to the "Events Only" group, thus the evaluation will be created according to the "Events Only" and "All Participants" roles, that is, to evaluate only the events.

Define Participant Permission in a Model

You can update the model user permission on the **IDENTIFY/STRUCTURE > IDENTIFY > [Participants](#)** page.

A model user can be a **Project Manager, Evaluator, Viewer, and Evaluator/Viewer.**

- Project Manager - has overall control over the model
- Evaluator - are participants to evaluate the decision model
- Viewer - can view the structure and results of the decision model
- Evaluator/Viewer - has evaluator and viewer permission

Project Managers are displayed in **bold** font in the project's participants list.

Read the table below to see more of what each role can do!

Model Level Permission

Permission	Project Manager	Evaluator	Evaluator/Viewer	Viewer
Modify model hierarchy	Y			
Modify alternatives list	Y			

Permission	Project Manager	Evaluator	Evaluator/Viewer	Viewer
Modify alternatives' contributions	Y			
Set specific viewing roles	Y			
Set specific evaluation roles	Y			
Download Model	Y			
Delete Model	Y			
Evaluate Model	Y	Y	Y	
Perform Sensitivity Analysis	Y		Y	Y
View Overall Results	Y		Y	Y
View Model	Y		Y	Y
Use predefined models	Y		Y	Y
Manage Model Participants	Y			
Manage Model options	Y			

Assigning a **Project Manager** permission depends on the Workgroup Permissions (System Manager, Workgroup Manager, Project Organizers, Workgroup Members) of a user.

All Workgroup Users except Workgroup Members can be Project Manager.

Workgroup Permission	Can be a Project Manager?
System Manager	Y*
Workgroup Manager	Y*
Project Organizer	Y**
Workgroup Member	N

* user automatically becomes a Project Manager once he/she accessed the project.

** Optional as assigned by the Project Manager. A Project Organizer who created a model is a Project Manager of that model.

When you try to set a Project Manager permission to an Evaluator that is only a Workgroup Member, a confirmation prompt asking to make him/her a Project Organizer will be displayed, click OK to agree.

Note also that a Workgroup Manager in a Workgroup is always a Project Manager in each model.

Enable or Disable Participants

You can enable or disable model participants from **IDENTIFY/STRUCTURE > IDENTIFY > Participants** page:

To enable/disable model participants:

- check (disable) or uncheck (enable) the check box on the 'Disabled?' column, or..
- select the participant(s) you want to enable or disable, and then click the Edit button and select Enable or Disable.

+ Add New ✎ Edit ⚙ Set Permissions ✖ Remove 👤 Manage Groups ☰ Manage Attributes 📧 Send Mail									
Participants									
☐	Email	Participant Name	Permission	Evaluation Status			Disabled?	Actions	
				Has Data	Evaluation Progress	Last Judgment Time			
<input type="checkbox"/>	ceo@gwu.edu	Chief Engineering Officer	Evaluator	Yes	98.8% (169/171)	9/13/2018, 1:36 PM	<input type="checkbox"/>	🔍 🔗 🔧 🗑	
<input type="checkbox"/>	che@gwu.edu	Chief Executive Officer	Evaluator	Yes	97.8% (133/136)	11/11/2020, 9:37 AM	<input type="checkbox"/>	🔍 🔗 🔧 🗑	
<input type="checkbox"/>	cro@gwu.edu	Chief Risk Officer	Evaluator	Yes	98.0% (146/149)	9/30/2014, 12:10 PM	<input type="checkbox"/>	🔍 🔗 🔧 🗑	
<input type="checkbox"/>	denisrisman@gwu.edu	Denis Risman	Evaluator		0.0% (0/209)		<input type="checkbox"/>	🔍 🔗 🔧 🗑	
<input type="checkbox"/>	devinnagy@gwu.edu	Devin Nagy	Evaluator		0.0% (0/209)		<input type="checkbox"/>	🔍 🔗 🔧 🗑	
<input type="checkbox"/>	grace@eci.com	Grace	Evaluator		0.0% (0/209)		<input type="checkbox"/>	🔍 🔗 🔧 🗑	
<input type="checkbox"/>	its@gwu.edu	IT Supervisor	Evaluator	Yes	97.4% (113/116)	11/11/2020, 9:33 AM	<input type="checkbox"/>	🔍 🔗 🔧 🗑	
<input type="checkbox"/>	j.doe@eci.com	John Doe	Project Manager		0.0% (0/209)		<input type="checkbox"/>	🔍 🔗 🔧 🗑	
<input type="checkbox"/>	james@eci.com	James	Evaluator		0.0% (0/209)		<input type="checkbox"/>	🔍 🔗 🔧 🗑	
<input type="checkbox"/>	mmankowski@gwu.edu	Michael Mankowski	Evaluator		0.0% (0/209)		<input type="checkbox"/>	🔍 🔗 🔧 🗑	
<input type="checkbox"/>	quigleybf@gwu.edu	Brian Quigley	Evaluator	Yes	50.7% (106/209)	10/9/2018, 12:42 PM	<input type="checkbox"/>	🔍 🔗 🔧 🗑	

Disabled participants are displayed in grey font color. Disabled participants will not be able to enter judgments but judgments they previously entered will be included in computing results. If you want to not have this be the case, you can restrict roles for the disabled participant or delete their judgments as described above.